



**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION
(TAAI)**

Number: 05-45

3 October 2005

CALIFORNIA NATIONAL GUARD TECHNICIAN INCENTIVE AWARDS PROGRAM UPDATE

NO EXPIRATION

1. This Technician / AGR Administrative Instruction (TAAI) introduces, updates, and clarifies existing guidance and policy of the California National Guard Technician Incentive Awards Program. Policy established herein is effective the date of this instruction. Of particular note is the ***elimination of the NGB Form 32 (Recommendation for Incentive Award or Quality Salary Increase)*** for commonly nominated cash and performance incentive awards. This TAAI does not contain policy updates for all available Incentive Awards such as Suggestion, Invention, Referral, Honorary, and Length of Service awards which will continue under existing guidelines until further notice.

2. The intent of the Incentive Awards Program is to motivate technicians of the National Guard to increase productivity, creativity and to achieve greater efficiency, economy, and improvement of operations. It provides a method for rewarding those whose job performance and ideas are substantially above normal performance standards and provides for consideration of performance contributions throughout the National Guard and the Federal Government. The Incentive Awards Program is endorsed and vigorously supported by all levels of management and is administered entirely on the basis of merit without regard to age, sex, race, color, religion, national origin, marital status, or physical or mental handicap.

3. **Quality Salary Increase (QSI)** (This award is performance based)

a. **General:** A Quality Salary Increase is appropriate recognition of service that ***significantly exceeds*** high quality job performance by General Schedule (GS) technicians.

b. **Eligibility:**

(1) The minimum period of high quality performance for this award is six (6) months in the same job and grade level. To be eligible for a QSI, the technician's overall performance must have been rated "fully successful" on the employee's current Technician Performance Appraisal Report (CAL NG 430).

(2) By Statute, Federal Wage System (FWS) (WG, WL, WS) technicians are not authorized a QSI.

(3) Technicians may receive a maximum of one QSI within 52 weeks.

(4) Temporary technicians are not eligible for a QSI.

c. **Award Processing:** A supervisor, having a direct knowledge of the significantly high quality job performance, must submit a Request for Personnel Action (SF-52) to HRO. Written justification for the award must be included in the remarks section of the SF-52, the summary rating section of the current CAL NG 430, or by separate memorandum. The Directorate of Human Resources must have a current (within 364 days) "fully successful" CAL NG 430 on file. The current CAL NG 430 may be attached to the SF-52 upon delivery to HRO.

4. **Sustained Superior Performance Award (SSP)** (This award is performance based)

a. **General:** The Sustained Superior Performance Award is a monetary award in recognition of ***significant superior performance*** of duties and responsibilities that clearly exceed a technician's assigned position requirements.

b. **Eligibility:** The sustained superior performance on which the award is based must have been maintained for at least six (6) months and be in the same job and grade level, unless the technician was demoted during the period for reasons other than cause. Award eligibility will not be affected by position changes occurring after the period covered by the recommendation.

(1) The technician's overall performance must have been rated "fully successful" on the employee's current Technician Performance Appraisal Report (CAL NG 430).

(2) Temporary technicians are not eligible for a SSP Award.

c. **Award Processing:** A supervisor, having a direct knowledge of the significant superior performance, must submit a SF-52 to HRO. Written justification for the award specifying superior performance that clearly exceeds the technician's assigned position requirements must be included in the remarks section of the SF-52, the summary rating section of the current CAL NG 430, or by separate memorandum. The Directorate of Human Resources must have a current (within 364 days) "fully successful" CAL NG 430 on file. The current CAL NG 430 may be attached to the SF-52 upon delivery to HRO.

d. **Award Range:**

(1) Technicians may be awarded one to ten percent (1 - 10%) of their *base* salary (does not include locality pay), not to exceed \$10,000.

(2) A Commander or Director may nominate an award of eleven to fifteen percent (11-15%) (or equaling an amount greater than \$10,000) of a technician's base salary when such an award is warranted. The Directorate of Human Resources will forward these nominations to The Adjutant General for disposition.

e. **Limitations:** In no case may a Sustained Superior Performance Award be recommended in conjunction with a Special Act or Service Award for the same act, achievement, event, or service.

5. **Special Act or Service Award**

a. **General:** A Special Act or Service Award may be awarded to technicians in recognition of a ***singular act of heroism***, or similar ***one-time special act, service, or scientific achievement*** that contributes to the efficiency, economy, or other improvement of Government operations or is otherwise in the public interest. The act, service, or scientific achievement may or may not involve measurable monetary benefits and may be awarded to an individual or group of individuals.

b. **Eligibility:** All technicians of the California National Guard are eligible.

c. **Award Processing:** A supervisor, having direct knowledge of the special act or service, must submit a SF-52 to the HRO for processing. Written justification for the award specifying the act or service being recognized must be included in the remarks section of the SF-52 or on a separate memorandum.

d. **Award Range:**

(1) Minimum cash award is \$25. Maximum cash award is \$10,000.

(2) If the Commander or Director feels that a technician performed his/her duties in a highly outstanding manner and made such significant tangible and/or intangible contributions to the organization and to the Government, an award greater than \$10,000 may be warranted. The Directorate of Human Resources will forward such cases to The Adjutant General for disposition.

e. **Limitations:** The intent of the Special Act or Service Award is to recognize *singular* acts, events, or service. In no case will a Special Act or Service award be recommended in conjunction with Sustained Superior Performance Award for the same achievement.

6. **On-the-Spot Award (OTS)**

a. **General:** An On-the-Spot Award is intended to recognize personal accomplishments that result in high quality service, within or outside of the technician's full time work center. This award may be used to recognize a technician's day to day accomplishments and/or extra work efforts.

b. **Eligibility:** All technicians of the California National Guard are eligible. An OTS Award does not preclude a technician from being considered for any other award.

c. **Award Processing:** Supervisors may nominate any deserving technician who performs a high quality service. Managers outside the technician's chain of command or organization may also nominate a technician for an award. The nominating supervisor completes a Standard Form 52 and forwards it to the Directorate for Human Resources. The SF-52 must contain justification that warrants an OTS Award in Part D, Remarks, or by separate memorandum.

d. **Amount of Award:** OTS Awards range from a \$25 minimum to a maximum of \$500. In each case, the amount paid to the employee is *net* for W-2 purposes. Withholding for deductions is computed by the Directorate of Human Resources.

7. **Time-Off Award (TOA)**

a. **General:** A Time-off Award is awarded to a technician or group of technicians who perform quality service in an exceptional manner.

b. **Eligibility:** All technicians of the California National Guard are eligible. A TOA does not preclude a technician from being considered for any other award.

c. **Award Processing:** A supervisor may nominate deserving technician(s) who perform a service or act worthy of nomination. The nominating supervisor completes a Standard Form 52 and forwards it to the Directorate for Human Resources. The SF-52 must contain justification that warrants a Time-off Award in the remarks section, or by separate memorandum.

d. **Amount of Award:**

(1) The minimum Time-off Award is one day (8 hours). No more than 40 hours may be granted for a single contribution. A technician may receive no more than 80 hours during a leave year.

(2) Hours awarded are not held as regular annual leave on a technician's Leave and Earnings Statements (LES) and must be used within one year of the effective date of the award. By statute, technicians may not "cash in" TOA hours under any circumstance and unused hours will be forfeited without further compensation. Timekeepers must use code LY to draw TOA hours.

8. **Effective Date(s)** Nominations of awards should be prepared within ninety (90) days of the supervisors knowledge of the technicians quality, superior, special act, service, or accomplishment, and forwarded to the HRO. Awards are effective at the beginning of the next regular pay period following HRO processing and approval.

9. Incentive Awards are not an entitlement and are subject to funds availability. For Air National Guard, all requests must have a funds availability certification by each respective Wing Finance Office in the remarks section of the SF-52 or by separate memorandum.

10. Questions regarding the California National Guard Technician Incentive Awards Program may be directed to Capt Kenneth DeCelle, Supervisory Human Resources Specialist at CAGNET 6-3411, DSN 466-3411, COM (916) 854-3411, or kenneth.decelle@ca.ngb.army.mil.


STUART D. EWING
Captain, CA ANG
Deputy Human Resources Officer

DISTRIBUTION:

Army: TA

Air: TA